

Number	Effective	Title	Owner
IV-2	6/1/2006	TRAVEL REGULATIONS	FISCAL OFFICER

### 1. Purpose.

To provide general guidance to travelers conducting business on behalf of the Department of Parks and Recreation regarding the reimbursement or payment of expenses incurred while in travel status or at an official Department meeting.

### 2. Policy.

This policy replaces and supercedes any and all prior Department travel regulations, policies and procedures that may have been promulgated or adopted. This policy is applicable to all official travel paid for by the State of Idaho, except as provided by law. Cost Center Managers shall make certain that all travelers under their jurisdiction are aware of these policies and procedures.

All allowed travel on behalf of the Department must have been properly authorized, actually incurred, essential in achieving the goals for fulfilling the responsibility of the Department, and conducted in the most economical and practical manner for the State.

Travelers shall submit all documentation necessary to validate expenditures claimed. Retain all original invoices, itemized receipts, Pcard charge slips, and Automated Teller Machine (ATM) cash advance slips as well as original receipts for travel by common carrier, storage or long-term parking, vehicle rental or charter, itemized lodging invoices and conference/meeting agendas.

Home-to-Work Commuting Time - Each employee is assigned to report to work at a specific work location (**official station**) that serves the interests and needs of the Department. Generally, an employee is not at work until arriving at the official station. Commuting time from home to the official station and the return commute, no matter how long, is not considered work time and will **not be reimbursed without prior approval from the immediate supervisor**. Even when the work site differs from day to day, as long as the sites are within the official station, the commute time is not compensated. If the employee is required to make an intermediary work-related stop, work time may start at the first stop when previously approved.

Same-Day Remote Site Travel - When an employee is required to work for the day at a site that differs from their regularly assigned area, **all travel time** is credited as hours worked. Normal commuting time is excluded from the calculation of travel time. Employees may travel to the remote site in a state-owned vehicle; or use a private vehicle upon prior approval from their immediate supervisor. When the round-trip to the remote site takes three or more (3+) hours of travel time, the Department may require the employee to stay at the remote location, if adequate facilities are available.

### 3. Definitions.

- 3.1. *Director*: Person appointed by the Park and Recreation Board to perform such duties as proscribed by law or delegated by the Board.
- 3.2. *Conference or Convention*: A function which has participants from various locations; a registration fee may be charged; has a published agenda; meal costs may be included in the registration fee; attendance is compulsory or voluntary as determined by the Department.

- 3.3. *Cost Center Manager*: Director, Division Administrator, Comprehensive Planning Research and Review Manager, Human Resource Officer, Fiscal Officer, Management Information Systems Manager, State and Federal Aid Supervisor, Development Bureau Chief, Development Planning Supervisor, Comprehensive Planning Supervisor, Lead Staff Engineer, Outdoor Recreation Bureau Chief, Trails Program Supervisor, Boating Program Supervisor, Region Managers, and Park Managers.
- 3.4. *Chain of Command*: The reporting structure as demonstrated in the Department organizational structure.
- 3.5. *Department*: The Idaho Department of Parks and Recreation.
- 3.6. *In-state Travel*: Travel in which the destination is within the State of Idaho.
- 3.7. *Official Station*: All territory within the limits of the city in which the employee is permanently assigned; or all territory within a ten-mile radius of the permanently assigned official duty post if not in a city.
- 3.8. *Out-of-state Travel*: Travel in which the destination is other than the State of Idaho.
- 3.9. *Pcard*: The State of Idaho Purchasing Card.
- 3.10. *Per Diem Rate*: Allowance for meals, meal gratuities, and incidental expenses such as fees and tips given to porters, baggage carriers, bellhops, and hotel maids.
- 3.11. *Partial Day Allowance*: Where employees are absent from their official station for less than twenty-four hours a partial day per diem is allowed. Meals included in conference registration fees are not considered partial day meal reimbursements.
- 3.12. *Travel Express Application*: A computer software application available through the Idaho State Controller's Office web site designed to process authorized State of Idaho travel expenditures at <https://www.sco.state.id.us/defaultweb.nsf/mainframeset.htm>
- 3.13. *Taxable Per Diem Allowance*: Any reimbursement for per diem when the travel does not include an overnight stay away from the official station.
- 3.14. *Travel Status*: Authorized absence from the official station to conduct business on behalf of the Department.
- 3.15. *Travel Voucher* – Travel Expense Voucher (IDPR Form Number ACT 50.1 In-state Travel and ACT 50.2 Out-of-state Travel) or the form available through the State Controller's Office Travel Express software application.
- 3.16. *Traveler* - An Idaho Department of Parks and Recreation board member, employee, volunteer, or other person authorized to conduct business on behalf of the Department.
- 3.17. *Vicinity Travel*: Travel within the boundaries of the official station.
- 3.18. *Reasonable Cost*: A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.
- 3.19. *Travel Advance*: A cash withdrawal through an ATM using a Pcard.
- 3.20. *ATM*: Automated Teller Machine.

#### **4. Statutory Guidelines.**

- 4.1. Idaho Code '67-1001 (Duties of the State Controller)
- 4.2. Idaho Code '67-2004 (Regulation of Per Diem Traveling Expenses)
- 4.3. Idaho Code '67-2005 (Voucher Forms)
- 4.4. Idaho Code '67-2006 (Travel Expense Vouchers)
- 4.5. Idaho Code '67-2007 (Standard Travel Pay and Allowances)
- 4.6. Idaho Code '67-2008 (Determination of Rate of Allowance)
- 4.7. Idaho Code '67-5250 (Indexing of Agency Guidance Documents)

**5. Travel Authorization.**

Official travel on behalf of the Department must be authorized by the Director, Division Administrator, or applicable Cost Center Manager. It is the responsibility of the traveler to obtain proper authorization.

- 5.1. **In-state** - The traveler shall obtain verbal or written approval from their immediate supervisor. The traveler should provide the justification for the travel, destination, time of departure, estimated time of return and method of travel. Travel for which the destination is in-state but requires passage through adjacent states is considered in-state travel. Round trip travel to an out-of-state destination that can be made in the **same day** is considered in-state travel and in-state meal allowances apply.
- 5.2. **Out-of-state** - The traveler shall obtain written approval from the Director prior to planning or traveling out-of-state. The *Request for Approval-Out-of-state Travel* form shall be routed through the appropriate chain of command. (See IDPR form ACT 50.1, Exhibit I)
- 5.3. **Foreign Travel** - The traveler shall obtain written approval from the Director prior to planning or traveling out-of-state. The *Request for Approval-Out-of-state Travel* form shall be routed through the appropriate chain of command. (See IDPR form ACT 50.1, Exhibit I) Foreign travel can be approved, pursuant to Idaho Code '67-2008A, and reimbursement is as follows: The foreign travel per diem allowance (FTPDA) is a payment in lieu of reimbursement for **actual expenses**. The FTPDA is intended to cover the costs of meals at adequate, suitable, and moderately priced facilities, including costs of mandatory service charges, taxes, laundry, and dry cleaning. The FTPDA will be based on the most current publication of *U.S. Department of State Maximum Travel Per Diem Allowances for Foreign Areas*. The daily FTPDA will be 100% of the listed M and IE rate in the above publication. The actual cost of lodging plus applicable tax and service charge will be reimbursed to the traveler.
- 5.4. **Travelers with Special Needs** - With prior approval, travelers with disabilities are authorized certain additional travel expenses to accommodate their disabilities. Additional travel expenses such as but not limited to, subsistence and transportation of an attendant when the traveler requires assistance, cost of specialized transportation, increased cost of specialized services for public carriers or special baggage handling.
- 5.5. **Compensatory Time for Travel** - Compensatory time for travel will be granted in accordance with Fair Labor Standards Act Regulations 29 CFR Section 785.38, 785.39, 785.40, 785.41, to all covered employees under FLSA.
- 5.6. **Leave During Travel Status** - A traveler who has been granted leave, either compensable or non-compensable, while in travel status shall report in the claim for allowance the exact date and time of departure from duty and return.
- 5.7. **Proper Authorization:** Approval to travel from the immediate supervisor for in-state travel and from the Director or Acting Director for Out-of-state travel.
- 5.8. **Third Party Reimbursements, Rebates, and Promotions** - When a third party is expected to reimburse the Department for a trip, that information along with the name and billing address of the third party must be included with the travel expense voucher.  
Travel awards and benefits such as frequent flyer miles awarded as a result of Department travel will become the property of the traveler and will not be claimed by the Department.

**6. Approval of Travel Expenses.**

Travel Vouchers must be completed within ten work days following the last date of travel. The Travel Voucher must be signed by the traveler and approved by the immediate supervisor. Electronic approval through the Travel Express application is acceptable.

**7. Allowable Expenses.**

Travel expenses are limited to costs authorized in these travel policies unless an exception is granted by the Board of Examiners.

<b>Allowable Expenditure</b>	<b>Authorized Amount</b>
Personal Vehicle Usage	<p>Allowable mileage will be computed according to the latest official state highway map or <i>Rand McNally Atlas</i>. Odometer readings are permissible only when mileage computations cannot be made from maps or charts. Vicinity mileage shall be consolidated and reported on a monthly basis.</p> <p>Travelers will be allowed the rate of twenty-two and a quarter cents (0.2225) per mile if a Department vehicle is available to the traveler but a privately owned vehicle is used for personal convenience.</p> <p>Travelers will be reimbursed at the rate of forty-four and one-half cents per mile (0.445) if a Department owned vehicle is not available.</p>
State Vehicle Usage	Actual cost of operating. The fuel card shall be used for purchases of gasoline or oil when traveling in state owned vehicles. The PCARD or cash may be used to purchase gasoline or oil when a fuel card outlet is not available. Contact the Pcard Administrator for a current list of fuel card outlets.
Commercial Carriers	Actual Costs
Vehicle Rental	Actual Costs
Lodging Expenses	<p>Actual Costs plus applicable tax will be allowed. Lodging costs within an employee's official station are not allowable. Original receipts for all lodging must be attached to the Pcard transmittal and submitted with the Travel Voucher.</p> <p>At the time of making reservations or registering, travelers shall identify themselves as Department travelers and whenever possible, secure the government rate.</p>
Telephone Calls	Travelers are permitted one personal 10-minute phone call for each full travel day. Use of an IDPR AT&T Phone Card or Cell Phone is encouraged.
Miscellaneous Expenses	Actual Costs

**8. Meal and Incidental Expense Allowance:**

Full Days	In-state Travel	Out-of-state Travel
Meals	Total Cost up to \$30.00	Total Cost up to \$39.00 or Federal Domestic Per Diem Rate where applicable. (See Per diem rate link in IDPR Travel P&P web site or, <a href="http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd01d.html">http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd01d.html</a> )
Partial Days	In-state Travel	Out-of-state Travel
Breakfast	Actual cost up to \$7.50	Actual cost up to \$ 9.75 (25% of Federal Rate)
Lunch	Actual cost up to \$10.50	Actual cost up to \$13.65 (35% of Federal Rate)
Dinner	Actual cost up to \$16.50	Actual cost up to \$ 21.45 (55% of Federal Rate)

8.1 **Full Day:** For all official travel, which mandates an overnight stay, the full day per diem allowance for meals, including gratuity, shall be authorized without supporting documentation. The full day per diem allowance shall not necessarily apply to the departure day or return day.

8.1.1. If the actual departure time is 7:00 a.m. or before or, if the return time is 8:00 a.m. or after, the partial day breakfast allowance applies.

8.1.1. If the actual departure time is 11:00 a.m. or before or if the return time is 2:00 p.m. or after, the partial day lunch allowance applies.

8.1.2. If the actual departure time is 5:00 p.m. or before or if the return time is 7:00 p.m. or after, the partial day dinner allowance applies.

8.1.3. Complimentary meals, including continental breakfast provided by a hotel and meals provided by common carriers will not be deducted from the per diem allowance.

8.2. **Partial Day:** When employees are absent from their official station for less than twenty-four hours, the partial day allowance for meals, including gratuity, shall be authorized.

8.2.1. If meals are furnished as part of a conference registration fee, training session or formal meeting, the employee allowance for meals not provided shall be at the partial day meal reimbursement rate.

8.2.2. Expenses for meals or lodging of employees at their official station shall not be allowed except when the Director or Division Administrator determines that due to unusual circumstances it is in the best interest of the Department that the employee not return home each night, or these expenses are prepaid as part of a registration for a conference, or when the employee's job description requires that employee to be on call for emergencies during meal time.

**9. Conference or Convention at official station.**

9.1 Meal expenses while attending a conference or convention at the official station will be authorized only if the conference or convention meets all of the following criteria.

9.1.1. The function has participants from various locations;

9.1.2. A registration fee is charged;

9.1.3. There is a published agenda;

9.1.4. Meal cost is included in the registration fee;

9.1.5. Attendance is compulsory or voluntary as determined by the Director or Division Administrator.

**10. Meals or Lodging Provided by Relatives.**

- 10.1. Expenses for meals or lodging provided by relatives or other parties will not be allowed unless the relative or other party is in the business of providing such services and advertises such to the general public.

**11. Miscellaneous fees and charges.**

- 11.1. Reasonable costs for certain miscellaneous items are allowable and reimbursable if incurred by a traveler in the official conduct of state business. Supporting documentation is required although some expenses such as gratuities may not have receipts and may be reimbursed through certification by the traveler. The following are examples of allowable expenses:
  - 11.1.1. Taxi, bus fares, or personal vehicle mileage to and from airports, depots, and hotels, necessary to conduct official business while in travel status.
  - 11.1.2. Transporting, handling or storing of baggage or state equipment.
  - 11.1.3. Telephone calls.
  - 11.1.4. Bank fees for ATM withdrawals, money order fees, or cashiers check fees.
  - 11.1.5. Registration fees required as admittance or attendance fees for official participation in conferences, conventions or other meetings.
  - 11.1.6. Parking fees at the airport, in a parking garage, or at parking meters while on official Department business.

**12. Refreshments and Meals for Official Meetings.**

- 12.1. The Department recognizes the importance of sponsoring meetings and training sessions. Further, the Department understands that to facilitate the needs of the attendees and to ensure the best utilization of attended time, refreshments and/or meals may be provided to those attending Department-sponsored meetings and/or training when all of the following criteria are met:
- 12.2. **Refreshments:**
  - 12.2.1. The meeting or training session has a published agenda and attendance is mandatory.
  - 12.2.2. The meeting or training session has an intended duration of three hours or more.
  - 12.2.3. There are five or more attendees; and
  - 12.2.4. The total per attendee cost of the refreshments, per refreshment break, will not exceed \$7.50.
- 12.3. **Meals:**
  - 12.3.1. The meeting or training session has a published agenda and attendance is mandatory;
  - 12.3.2. Location or scheduling conflicts do not lend themselves to a meal recess;
  - 12.3.3. The meetings business is furthered by speeches, presentations or interpersonal exchange that would not normally occur on a daily basis;
  - 12.3.4. The meeting or training session has an intended duration of six hours or more;
  - 12.3.5. There are five or more attendees; and
  - 12.3.6. The per attendee cost of the meal does not exceed the allowable partial day meal allowance.

**13. Expenses that are not allowable.**

- 13.1. Expenses of a personal nature incurred for the convenience of the traveler including travel by indirect routes or stopovers for personal reasons; or leaving earlier or returning later than necessary on a trip.
- 13.2. Expenses for travel between home and office or for other non-official purposes.
- 13.3. Expenses incurred by an employee while on leave.
- 13.4. **Expenses for meals while attending informal meetings at the employee's official station.**

**14. Mode and Route of Travel.**

- 14.1. Travelers shall use the most practical mode of travel from the standpoint of time and expense. When unusual circumstances preclude adhering to this procedure, the Director or Division Administrator may allow an exception. Supporting documentation shall be attached to the travel expense voucher.

**15. Travel by Public Transportation.**

- 15.1. Travel by common carrier shall be limited to the lowest cost means of travel unless it is impractical or not available. When, for personal reasons, a traveler is authorized by the Director or Division Administrator to use a private conveyance in lieu of common carrier, the allowance will be limited to an amount for travel, meals, lodging and miscellaneous expenses equal to the amount which would have been incurred had the travel been by common carrier. Authorized travel time shall be limited to that which would have been allowed had the traveler traveled by common carrier. Unless the Director or Division Administrator specifically authorized a leave of absence, excess travel time incurred by the authorized use of a private conveyance for personal reasons during working hours shall be charged to the travelers accrued leave.
- 15.2. All original itemized receipts for travel by common carrier must be attached to the travel expense voucher. This includes the boarding fees at airports, which are considered part of the airline ticket expense.
- 15.3. An explanation must be included with the travel expense voucher when a traveler is authorized to use a private conveyance in preference to the common carrier and is claiming an amount equivalent to the common carrier fare. The explanation must include the destination, actual departure and return dates and hours, which would have been incurred by the use of the common carrier.

**16. Use of privately owned automobiles, aircraft, or other conveyance.**

- 16.1. The use of privately owned automobiles, aircraft or other conveyances may be authorized whenever it is more practical or beneficial to the Department's mission than transportation by common carrier or state vehicles. Privately owned conveyances shall be covered by public liability and property damage insurance, pursuant to Idaho Code '49-1229 and '49-1428.
- 16.2. If an agency owned vehicle is available to the traveler, but for personal convenience a privately owned conveyance is used, the allowance shall be limited to twenty-two and one-quarter cents (0.2225) per mile, unless otherwise determined by the Director or Division Administrator.
- 16.3. Receipts for storage or long term parking fees must be attached to the travel expense voucher.

**17. Vehicle Rentals and Aircraft Charters.**

- 17.1. Automobile rental or aircraft charter may be authorized by the Cost Center Manager when the use of such conveyance is the most economical and practical means of transportation necessary to the Department's mission.
- 17.2. The most economical and practical rental equipment available will be used. Receipts for vehicle rental or charter costs must be attached to the travel expense voucher.

**18. Use of State Vehicles.**

- 18.1. The use of state vehicles for personal or other non-official business is strictly prohibited. Home to office driving is only permissible when beginning or ending an authorized trip outside of regular business hours, or for other reasons considered in the best interest of the Department and approved by the Director or Division Administrator.
- 18.2. Individuals who are not on Department business may not operate or ride in a state vehicle unless prior approval has been granted by the Director or Division Administrator. Supporting documentation must be attached to the travel expense voucher.
- 18.3. State and local traffic laws must be observed at all times. Any operator committing an infraction of such laws shall be personally liable for any damage if the operator is acting outside the course and scope of official duty, and may be subject to disciplinary action. Any operator committing an infraction of such laws may be requested to attend a defensive driving course. Operators shall be personally liable for any fines arising from infractions of state and local traffic laws. Only individuals who possess a valid operators license may operate state vehicles. Seat belts must be worn at all times while operating or riding in-state vehicles.

**19. Travel Advances and Payment of Travel Expenses.**

- 19.1. Travel advances are authorized to pay for meal expenses and other incidentals.
- 19.2. Travel advances are available through ATM withdrawals with a minimum travel advance of \$40. Travel advances are authorized forty-eight (48) hours prior to departure or during travel. Travelers are expected to plan their travel advances to minimize charges assessed by banks and ATM providers.
- 19.3. The Pcard should be used when possible for all other authorized travel expenses. Direct billing of lodging or transportation expenses is authorized when a Pcard is not accepted or a block of rooms is necessary to accommodate large meetings.

**20. Reconciliation of Travel Expenses.**

It is the traveler's responsibility to submit a Travel Voucher to Accounting within ten workdays following the last date of travel. Travelers are encouraged to use the State Controller's Office Travel Express Software. However, Travel Express **cannot** be used if travel is going to be charged to multiple PCA's or an encumbrance.

The Travel Expense Voucher (IDPR Form # 50.2a {In-state} or 50.2b {Out-of-state}-Exhibit II) or the State Controller's Office Travel Express Forms shall be completed in its entirety and submitted with the Pcard Transmittal to accounting.

**20.1. Processing travel claims through Travel Express**

- 20.1.1. The traveler or designee creates a travel voucher as outlined in the Travel Express User Manual available through the State Controller's Office web site at <http://www.sco.state.id.us/web/scoweb.nsf/Content?OpenFrameSet&Frame=Body&Src=/web/DSADoc.nsf/te!OpenPage>
- 20.1.2. Prints the completed Travel Voucher, attaches all supporting documentation including conference agendas, out of state travel approval form, Pcard Transmittal, and detailed receipts and forwards to accounting. If a designee completes the Travel Voucher, the traveler must sign the hard copy Travel Voucher Form.
- 20.1.3. After fiscal review accounting will route the electronic form to the traveler's immediate supervisor for final approval.



- 20.1.4. The supervisor shall review and approve or disapprove on-line in Travel Express. The supervisor's approval indicates that the travel was appropriate for Department business and authorized. The supervisor cannot change the coding. If the fiscal coding needs to be changed, the supervisor requests changes in the Travel Express comment field and electronically returns the Travel Voucher to Fiscal.
- 20.1.5. If the travel voucher is disapproved, the document process ends. If the traveler wants to resubmit the disapproved travel, a new travel express document will need to be created.
- 20.2. Processing Travel Expense Vouchers using IDPR Forms
  - 20.2.1. Complete the Travel Expense Voucher (IDPR Form # 50.2a {In-state} or 50.2b {Out-of-state}- Exhibit II). All fields must be completed to adequately define the travel event including purpose, destination, departure and return times etc.
  - 20.2.2. Print the travel expense voucher, sign, attach all supporting documentation including conference agendas, out of state travel approval form, Pcard Transmittal, detailed receipts, and forward to the immediate supervisor for approval.
  - 20.2.3. The supervisor indicates approval by signing the Travel Expense Voucher. Once approved, the supervisor will forward the completed voucher and documentation to accounting for further processing.

## **21. Accounting.**

Within five working days of receipt, the accounting unit shall:

- 21.1. Verify that documentation required pursuant to policy is attached to the Travel Expense Voucher or Travel Express Form.
- 21.2. Verify that the travel expenses claimed are in accordance with Department policy.
- 21.3. Validate that the expenditures are recorded to the appropriate expenditure sub-object code.
- 21.4. Return travel expense claims that cannot be processed to the traveler for correction or, if Travel Express, forward to the supervisor for approval.

